

**DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington DC 20350-2000**

**OPNAVINST 1500.64B
N09N3
29 May 1996**

OPNAV INSTRUCTION 1500.64B

**From: Chief of Naval Operations
To: All Ships and Stations (less Marine
Corps field addressees not having Navy
personnel attached)**

**Subj: APPLICATION FOR ATTENDANCE
AT THE FEDERAL BUREAU OF
INVESTIGATION (FBI) NATIONAL
ACADEMY**

Ref: (a) OPNAVINST 6110.1D

- Encl: (1) Sample of Formal Letter of
Application for Attendance at the
FBI National Academy
(2) Sample of Commanding Officer's
Endorsement
(3) Nomination of Law Enforcement
Officer to Attend the National
Academy Program of the Federal
Bureau of Investigation (FD-164)
(4) Application to Attend FBI National
Academy Program (FD-164a)**

1. Purpose. To provide application procedures for attendance at the FBI National Academy (FBINA). This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. OPNAVINST 1500.64A.

3. Background. The FBINA offers an 11 week program of advanced professional law enforcement instruction emphasizing leadership development for eligible Navy law enforcement/security personnel and Department of the Navy civilians at Quantico, VA.

4. Discussion. The Naval Criminal Investigative Service (NAVCRIMINSERV), as the Navy program manager for law enforcement/security policy and training, is responsible for the administration of U.S. Navy participation at the FBINA.

5. Eligibility Requirements

- a. Be a U.S. citizen.
- b. Be at least 25 years of age.
- c. Be free of physical disabilities and in excellent physical condition, capable of sustained exertion and regular participation in the use of firearms, physical training and defensive tactics. This shall be confirmed by a thorough physical examination (with EKG treadmill exercise) performed by a medical officer/doctor.
- d. Meet height, weight and body fat standards as established by reference (a).
- e. Possess a high school diploma or a high school equivalency certificate. College credits are desired.
- f. Be of outstanding character and reputation, having demonstrated unimpeachable moral conduct and integrity.
- g. Have no convictions by courts-martial/civil courts or be currently under charges for any felony violation. A felony is defined as any offense punishable by imprisonment for a term exceeding 1 year, but does not include any offense classified as a misdemeanor by a state and punishable by a term of imprisonment of 2 years or less.
- h. Have no convictions by courts-martial/civil courts or be currently under charges for any offenses not included in paragraph 5g, exclusive of minor traffic violations, for the past 10 years. Also be free from non-judicial punishment for the past 5 years.
- i. Be in paygrades E-7 to E-9, W-2 to W-4, O-1 to O-5, or GS-9 to GS-13.
- j. Have a minimum of 10 years of continuous active military or civilian service, with a minimum of 5 years continuous law enforcement/security experience.



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k. Have a minimum of 2 years obligated military service remaining after completion of FBINA course of instruction. If civilian, agree in writing, prior to attending, to continue employment with the Navy in a law enforcement/security capacity for a period of 3 years from the date of graduation.

l. Have genuine interest in law enforcement/security as it pertains to the naval service, a seriousness of purpose, qualities of leadership, the confidence and respect of one's peers and a demonstrated high potential for outstanding future service to the Navy.

m. Have satisfactorily performed in a supervisory capacity and be assigned, or enroute, to a supervisory law enforcement/security billet.

n. Have the concurrence of individual's command or activity to bear the costs of per diem, transportation to and from the FBINA, and miscellaneous costs for which the applicant would be entitled to as reimbursement. Lodging and meals are provided by the Academy.

o. Possess the ability to communicate effectively in the English language, both orally and in writing.

6. Application Procedures. All Navy law enforcement/security personnel or civilians who meet the criteria for attendance and desire to attend the FBINA course of instruction, are to submit applications to the Director, Naval Criminal Investigative Service (Code 24D), Building 111, Washington Navy Yard, 901 M Street SE, Washington, DC 20388-5384.

7. Information. Formal nominations to the FBI National Academy will be forwarded to the Academy after a careful review of all applications submitted. This review will be conducted periodically by a selection panel composed of senior military and civilian law enforcement/security professionals. Final selection to attend the Academy is dependent upon an FBI background investigation and interview. Once the

FBI invites a Navy nominee, the command/activity and the member selected will be notified and reporting instruction forwarded.

8. Forms. The following forms may be obtained from the Naval Criminal Investigative Service Headquarters at the address listed in paragraph 6: FD-164 (Rev. 1-79), Nomination of Law Enforcement Officer to Attend the National Academy Program of the Federal Bureau of Investigation and FD-164a (Rev. 1-79), Application to Attend FBI National Academy Program.

ROY D. NEDROW
Special Assistant for Naval
Investigative Matters and Security

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SAMPLE

LETTER OF APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY

From: _____
(Rate/Rank/Grade, Name, SSN)
To: Director, Naval Criminal Investigative Service (NCIS-24D)
Via: (1) Commanding Officer, _____
(2) Chain of Command

Subj: APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY

Ref: (a) OPNAVINST 1500.64B

Encl: (1) High School diploma or GED equivalency certificate
(2) Copy of college transcript(s), if applicable
(3) Nomination of Law Enforcement Officer to attend the
Nation Academy Program of the Federal Bureau of
Investigation (FD-164)
(4) Application to attend FBI National Academy Program
(FD-164a) with requisite photograph

1. I hereby apply for attendance at the FBI National Academy and
certify that I meet all the criteria stipulated in reference (a).

2. The following pertinent information is provided:

a. My date of birth is _____

b. The highest rate, rank or grade that I have held is _____.
My present rate, rank or grade is _____

c. Education

(1) GCT/WK _____ ARI/AR _____. I
attained these scores in _____ (approximate date).

(2) I graduated from high school on _____.
I satisfactorily completed GED in lieu of, date completed (attach
copy of certificate).

(3) List civilian colleges, universities, academies,
schools, etc., attended, credits or certificates attained (if
any), and dates (attach transcripts or copies of certificates).

Enclosure (1)

(4) Military Schools (If none, state so)

(a) Class A _____ from _____ to
Graduated number _____ in a class of _____.

(5) Navy and other correspondence courses completed and dates.

d. Extracurricular activities

e. Military/civilian conventions or charges pending, dates, locations, and dispositions (if applicable). Also list any Non-Judicial Punishment.

f. Duty assignment/job history. Include dates from/to, duty stations, rates, ranks or grades held, billets or positions held and brief descriptions of duties including collateral duties. This history should cover a period of at least 10 years prior to the date of submission of this application.

g. Present duty station, Projected Rotation Date, Expiration Active Obligated Service date, and next duty station and billet (if known or applicable).

3. "I, _____, if selected for attendance at the FBI National Academy, agree to remain on active duty for a period of 2 years subsequent to graduation from the FBI National Academy."

4. Brief statement of reasons applicant desire to attend the FBI National Academy including any information considered pertinent by the applicant.

/s/ _____

SAMPLE

COMMANDING OFFICER'S ENDORSEMENT

FIRST ENDORSEMENT ON _____ ltr
of _____

From: Commanding Officer, _____
To: Director, Naval Criminal Investigative Service (NCIS-24D)
Via: Chain of Command

Subj: APPLICATION FOR ATTENDANCE AT THE FBI NATIONAL ACADEMY ICO

1. Forwarded, recommending approval/disapproval. (Include justification).
2. Statement indicating concurrence of command/activity to fund costs of attendance at the FBI National Academy.

/s/ _____

Enclosure (2)

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**NOMINATION OF LAW ENFORCEMENT OFFICER
TO ATTEND THE NATIONAL ACADEMY PROGRAM OF THE
FEDERAL BUREAU OF INVESTIGATION**

INSTRUCTIONS - This nomination should be signed by a Commissioner, Superintendent or Chief of Police; or by a Sheriff or head of a county police agency; or by the Chief, Superintendent, or executive officer of a state police or highway patrol organization; or the application may be filed by an officer of the state, county, or municipality of higher rank than those mentioned, such as Mayor, City Manager, Chairman of the County or City Commissioner, or Governor. This nomination should be accompanied by an attached application properly filled out furnishing the personal and official history of the officer nominated. The Chief of Police, Sheriff, or Superintendent of a state police organization may nominate himself/herself to take this course of training if he/she so desires.

TO: Director, FBI

I hereby nominate the below-named representative of this law enforcement agency to attend a session of the FBI National Academy at Quantico, Virginia.

Nominee		
Last	First	Middle

Title or Rank	Law Enforcement Agency	

I realize the primary purpose of the National Academy is to train outstanding law enforcement officers as instructors and administrators. Further, I believe the officer nominated herein is basically qualified to fulfill this purpose upon return to his/her organization after graduation. Specifically, I understand the nominee meets the following minimum requirements:

1. A regular, full-time officer of a duly constituted law enforcement agency of a municipality, county, or state, having at least five years of substantially continuous such experience;
2. At least 25 but has not reached 51 years of age;
3. In excellent physical condition, capable of sustained strenuous exertion and regular participation in the use of firearms, physical training and defensive tactics, which will be confirmed by a thorough physical examination (submitted when requested by FBI) by a medical doctor of nominee's choice and at nominee's expense;
4. Is of excellent character and enjoys a reputation for professional integrity;
5. Exhibits an interest in law enforcement as a public service; a seriousness of purpose, qualities of leadership; and enjoys the confidence and respect of fellow officers;
6. Has a high school diploma or high school equivalency certificate.

ENCLOSURE (3)

When a vacancy exists in a session for which the officer's application can be considered, I authorize the FBI to make a complete and thorough investigation of the nominee to confirm his/her suitability as a candidate. To assist in this regard there is attached an executed application by the nominee. I have been assured by the nominee that he/she will remain in law enforcement for a minimum of 3 years following graduation from the National Academy.

I hereby assure that the law enforcement agency making this nomination for a representative to attend the FBI National Academy is in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d - 2000d-4), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et. seq.) and the Regulations of the Department of Justice 28 CFR 42.010 et seq., issued pursuant to that title to the end that no person in the United States shall, on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which this agency receives Federal financial assistance from the Department. This agency recognizes the right of the United States to seek judicial enforcement of this assurance.

I certify that I have reviewed the attached application and that it reflects information which is accurate to the best of my knowledge.

Signature of Nominating Official

Name and Title (type or print)

Law Enforcement Agency

City State Zip Code

Date

(Forward this executed nomination and the completed application of the nominee to the Special Agent in Charge of the FBI office in your territory. He can answer questions you may have pertaining to the FBI National Academy Program.)

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VII. Subversive Membership or Data

Are you now or have you ever been a member of any organization which seeks to deny other persons their rights under the Constitution of the United States or the policy of which violates the laws of the United States? ☐ Yes ☐ No (If answer is "Yes," attach explanation.)

VIII. References or Social Acquaintances

If you desire, you may list three individuals who are responsible adults of reputable standing in their communities, who have known you well during the past five years.

a. Complete name		Address	
No. yrs. acq.	Occupation	Residence _____	
		Business _____	
b. Complete name		Address	
No. yrs. acq.	Occupation	Residence _____	
		Business _____	
c. Complete name		Address	
No. yrs. acq.	Occupation	Residence _____	
		Business _____	

IX. Military Service

(List all military service)

Branch	Service Number	Date & Place of Enlistment	Date, Type & Place of Discharge

If not honorably discharged, give details:

X. Miscellaneous

a. While attending the FBI National Academy, advise if your salary is being continued, if any incidental expenses are being paid by your department or by any individual, group or organization, or if you are paying your own expenses and transportation. Give details. You may be authorized travel and subsistence allowances by the FBI.

b. Will you willingly abide by rules and regulations of your own department and of the FBI National Academy if accepted? ☐ Yes ☐ No

c. Do you agree to remain in law enforcement for a minimum of 3 years after graduation from the National Academy? ☐ Yes ☐ No

XI. Consent For Disclosure of Information

You are advised that, during the background investigation to determine your eligibility for enrollment in the National Academy, if information is developed which would indicate that you are not eligible, the reason for your rejection may be furnished to the head of your agency or his/her appropriate representative.

Following your graduation from the FBI National Academy, information may be periodically solicited from you concerning your activities within the law enforcement establishment. This information will be disseminated to your associates through the "FBI National Academy Associates' Newsletter" and the "FBI National Academy Directory of Graduates". Provision of this information is to be on a voluntary basis by you and will only be used for the purposes described above.

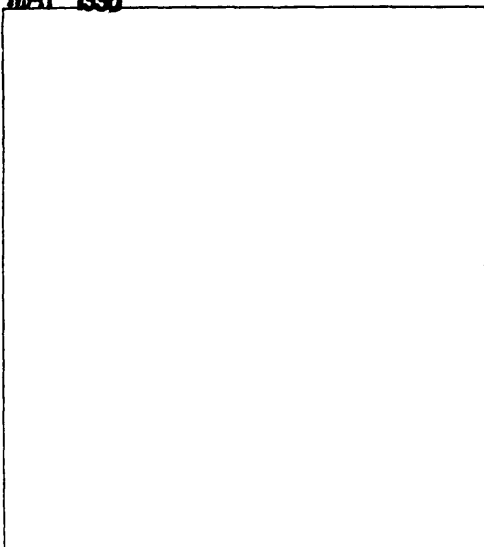
By furnishing your signature, below, you are providing your consent for the release of this information by the FBI.

XII. Certification

I certify that the foregoing answers are true and correct to the best of my knowledge and belief.

Signature of applicant

Date



All Applicants

Attach an unmounted full-face photograph of yourself, not larger than 2¼ x 2½ inches. Print your name and date photograph taken plainly on the back of the photograph. The photograph must have been taken not more than 3 months prior to the date of this application.

No appointive consideration will be afforded any applicant unless such a photograph is furnished.

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APPLICATION TO ATTEND FBI NATIONAL ACADEMY PROGRAM

Privacy Act - Solicitation of information on this form is authorized by Public Law 93-83, Section 404. The furnishing of this information is voluntary on your part. The purpose of soliciting this information and the routine use to be made of it is to determine your eligibility for enrollment in the FBI National Academy. Refusal on your part to furnish all of the information requested will result in no further consideration being given to your application for the National Academy. You should be aware that willfully making a false statement or concealing a material fact on this application can be basis for rejection as a candidate for the National Academy. Your social security number is requested on a voluntary basis. It will only be used as a student number to assist in record keeping procedures.

ATTACH PHOTOGRAPH TO PAGE 4.

Notice: If space provided is not sufficient for complete answers, or you wish to furnish additional information, you may continue on Page 4 of this application and number answers to correspond with questions.

Date _____

Name of Law Enforcement Agency where candidate employed _____

City _____

State _____

I. Personal Data

1. Name in full

Family name	Given name	Middle name	Social Security Number
a. List all other names you have used including nicknames. If you have ever used any surname other than your true name, during what period and under what circumstances were these names used?			

b. Have you ever legally changed your name? ☐ Yes ☐ No

If answer is "Yes," designate _____

Date _____

Place _____

Court _____

2. Residence address (Street, city, state)

Telephone Numbers: _____

Residence _____

Business _____

3. Date of birth

4. Birthplace (City, state)

5. Age

6. Height

7. Weight

8. Marital Status

☐ Single☐ Married (Name of Spouse) _____

II. Physical Status

a. Are you capable of performing sustained vigorous physical activity? ☐ Yes ☐ No
(If answered "No," attach explanation.)b. Do you have any physical defects which would preclude unrestricted, regular participation, during the National Academy Training Session, in firearms training, physical training and defensive tactics? ☐ Yes ☐ No (If answered "Yes," attach explanation.)c. Have you had any serious illnesses or any operations in the past three years? ☐ Yes ☐ No
(If answered "Yes," attach explanation.)Were you hospitalized? ☐ No☐ Yes _____

Dates _____

Hospital _____

Location _____

Name, address and phone number of present family physician _____

ENCLOSURE (4)

III. Education

Names and Locations of Schools	Dates attended	Diploma or Degree recd.
a. High school of graduation		
b. College(s)		

c. If high school equivalency certificate obtained, set out date, and name and location of facility _____

IV. Former Addresses

List chronologically all addresses for past 5 years (including street address, city, state, and dates of residence at each address).

V. Employment

a. Number of years of civilian and military law enforcement experience with various ranks or positions held in chronological order.

Law Enforcement Agency	Position or Rank	Dates	
		From	To

b. Have you ever been dismissed or asked to resign by any employer? ☐ Yes ☐ No
If answered "Yes," show:

Employer's name	Date
Reason: _____	

VI. Court Record

a. Have you been arrested or charged with any violation (other than traffic laws resulting in fines of \$30.00 or less) during the past five years? ☐ Yes ☐ No

Date	Place	Charge	Disposition	Details

b. Have you been a defendant in a court action (other than traffic violations resulting in fines of \$30.00 or less) during the past five years? ☐ Yes ☐ No (Give date, place, court, names of parties involved, nature of action, and final disposition)

c. Are you presently the subject, or a party, of any investigation or pending litigation, civil or criminal? ☐ Yes ☐ No
(If answer is "Yes," attach explanation.)